



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 05-AD-OFT-0001	POSITION: Vendor Center Manager
POSITION SERIES: DS- 301	POSITION GRADE: DS-13/14
OPENING DATE: November 10, 2004	CLOSING DATE: November 23, 2004
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE:	SALARY RANGE: \$62,904 - \$95,792 TOUR OF DUTY:
WORKSITE: 441 4th Street, NW, 360N	AREA OF CONSIDERATION: Internal -OFT Employees Only
PROMOTION POTENTIAL:	NO. OF VACANCIES: One (1)
AGENCY: Office of Finance and Treasury (OFT)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for overseeing accurate and timely vendor payment and maintaining payment status of delinquent invoices by accessing and scanning the System of Accounting and Recording (SOAR). Included in these responsibilities are scheduling and supervising the functions, activities, progress and accomplishments of the daily activities in the Center. Coordinating and attending meetings pertaining to activities related to the progression and enhancement of payment process and appeasement to a vendor or an agency for a smooth payment process. Working closely with the Associate Treasurer and Cash Manager in the coordination, monitoring and reporting process for timeliness of agency payments to the vendor, for the Chief Financial Officer's review. Determining the necessity of payment urgency and facilitating the early release of checks to avoid any public display of untimely payment to vendors within the auspices of the cash manager. Tracking outstanding vendor payments and responding to correspondence pertaining to such, composing letters and memoranda in response to concerns addressed to the Mayor of the District of Columbia, the Chief Financial Officer and the Treasurer. Reviews and develops reports necessary for the progression of timely payment to the vendor, while assisting both the vendor and the agency with the accessible information as needed.

QUALIFICATIONS REQUIREMENTS: -One (1) year of Specialized Experience is required.

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information

given in response to the ranking factors should be complete and accurate to the best of your knowledge.
FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Knowledge of the District Treasury and Office rules and regulations and public laws which govern the financial system within the District in accordance with Financial Control Orders and other corresponding information to vendor payments.
 2. Demonstration of knowledge and proficiency in specific technological areas pertaining to the financial areas of concern.
 3. Ability to anticipate, prevent, identify and resolve problems arising in the normal course of work.
 4. Utilization of analytical skills to make prudent decisions.
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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Aaron A. Jacobs, Sr.
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER